

PROCEDURE FOR OBTAINING BUILDING PERMITS

COCONINO COUNTY BUILDING DEPARTMENT

1. PLANNING AND ZONING

Every application and plans submitted for permits shall be approved by the Planning and Zoning Department for one or more of the following: Legality of the property, site plan approval of setbacks, correct zoning for use, flood plains, variances, and administrative adjustments. Other functions of Planning and Zoning: Conditional use permit, temporary use permit, land division, zone change, DRO, home occupations, cottage industries, guest homes, bed and breakfast, sign permits, lighting permits and fence permits. Agricultural uses: Animals, size of structure and distances to neighbor's homes. Some subdivisions have Design Review Boards and require that the plans are approved by them before permit may be issued. See list of Home Owner Associations that require approval.

2. PRESENT SEPTIC PERMIT OR SEWER AVAILABILITY

- A. For new construction of residential, new manufactured home installations, commercial projects and accessory buildings with plumbing fixtures bring a copy of the septic permit from the County Environmental Services Department, for proof of the approved septic system. Some areas with community sewer require proof of available sewer such as Pinewood and Tusayan. In Kachina Village, obtain a sewer permit for commercial projects.
- B. For additions and alterations to existing structures of habitable space where waste water flow is increased by the addition of bedrooms and plumbing fixtures, submit plans to the Environmental Services Dept. and bring proof of conformance, an Addition/Remodel Septic Permit, to the Building Department. When there is addition of bedrooms or additional fixtures, a complete existing floor plan will be required. Show all Existing rooms and label what they are.
- C. For additions and alterations of habitable space such as living rooms, recreation rooms, sun rooms, and family rooms where the foot print of the building expands, the Building Department will provide a Septic Care Facts Form for the owner to sign which will be forwarded to the Environmental Services Department as a permanent record of the improvements to the property.

For garages, storage buildings, porches and decks, the Septic Care Facts Form will apply as well.

- D. In all cases, the site plan shall show the location of the septic system (tank, leach field and reserve area) requiring a 10 foot minimum distance to all construction. Contact the Environmental Services Department for review of your system, if there is not 10 feet from the septic system.
- E. When Alternate waste water systems are necessary, submit plans to the County Environmental Services Department and, when approved, submit your waste water permit with the Building Permit Application and plans.
- F. When a Building Permit Application is accepted without an approved septic permit, the Building Permit process will be on HOLD and the building permit cannot be issued until the septic permit has been issued. If you're Plan Check Log Number has been passed before you submit you're approved septic permit, the Building Department will have the plans reviewed and the permit prepared by seven (7) working days from the time you submit the approved septic permit.

NOTE: If the Septic and Building permit plans and application are being submitted concurrently to both Departments, you will need two extra site plans and floor plans for the Environmental Services Department and two complete sets of plans for the Building Department. Upon receiving your Septic Permit Number, it is the applicant's responsibility to contact the Building Department to provide us with a copy of your approved Septic Permit. The County Environmental Services Dept. is located at 2500 North Fort Valley Road, Bldg I, Flagstaff, Arizona 86001, telephone (928) 226-2710.

3. **OBTAIN ENCROACHMENT PERMITS FOR NEW CONSTRUCTION**

- A. An Encroachment permit for a driveway and culvert is required when first time new construction occurs or when a new driveway is added or an existing driveway is relocated. The Encroachment permit application must be submitted when the construction plans are submitted.
- B. Applications are available at the Community Development Office or Public Works Department. (Room additions and alterations to existing buildings do not need an encroachment permit).
- C. Any subsequent improvement within the County right-of-way, such as landscapes, fences, paved or concrete driveways, pipe headwalls, etc., requires a new encroachment permit. Improvements are subject to review and must comply with current County standards.
- D. Grading and Excavation permits are required for any dirt-moving project where depths of cut or fill will exceed 50 cubic yards. Other conditions may also trigger the requirement for a grading and excavation permit such as work in a flood plain – Contact the Public Works Department.

The **Coconino County Public Works Department** is located at **5600 East Commerce Avenue** (Sheep Hill), Flagstaff, Arizona 86004; telephone (928) 526-2735. (To get there take Santa Fe to Railhead, right on Railhead to Dodge, left on Dodge to Commerce, right on Commerce.)

4. **ARIZONA BLUE STAKE**

Arizona Blue Stake: **CALL BEFORE YOU DIG! 1-800-STAKE-IT.**

In all cases where excavations will occur, state law requires that underground facilities shall be identified and marked by Arizona Blue Stake. Call two working days before you dig. 1-800-782-5348.

- 5. **CONTACT ARIZONA PUBLIC SERVICE:** For locations, specifications, and information concerning electric service. APS is located at 101 W. Cherry, Flagstaff, Arizona 86001; telephone (928) 779-6911.
- 6. **COMMERCIAL PLANS:** New construction and alterations for buildings of 3,000 square feet or more or housing for more than 20 people or public works - the plans shall be prepared and stamped by an architect.
- 7. **COMPLETE THE APPLICATION FORM:** Incomplete forms will not be accepted unless all information is supplied or provisions are otherwise made. All plans shall be submitted complete with all drawings as described below. Plans will be returned if incomplete.

8. **FOUR SITE PLANS AND TWO SETS OF PLANS MUST BE SUBMITTED FOR PLAN REVIEW:** One set is kept on file and the other is returned to you to keep on the job site. The returned set, stamped **APPROVED PLANS** will contain any corrections which you must make to meet the minimum code requirements.

9. **ATTACH THE COMPLETED FORM TO YOUR PLANS AND SUBMIT THEM TO:** The Department of Community Development, Building Division, 2500 N. Ft. Valley Rd., Bldg. 1, Flagstaff, Arizona 86001; telephone (928) 226-2700.

A. **DEPOSIT REQUIRED:** Make checks payable to **COCONINO COUNTY COMMUNITY**

DEVELOPMENT	Plan Check Deposit:	New Single Family Dwelling	- \$300.00
		Custom Home over 3000 s.f.	- \$500.00
		Additions, Garages, Remodels,	- \$100.00
		Large decks, Carport	- \$ 50.00
		Small Decks	- \$ 25.00
		New Commercial	- \$750.00
		Commercial Addition/Remodels	- \$500.00
		Small Commercial Additions	- \$200.00

DEPOSIT IS NON-REFUNDABLE.

10. **ONCE PLANS ARE SUBMITTED:** Planning and Zoning will check plot plans for zoning conformance. The building division will then review the plans for permit approval. You will be notified by mail or telephone that your approved plans are ready to be picked up. **The balance of the permit fee is due when the permit is issued.**

11. **TIME LIMITATIONS:**

- A. Building permits for new construction shall be valid for three (3) years. Inspections shall be required at least every six (6) months. If after the three (3) year period the structure is not complete, a renewal permit shall be obtained for the cost of the original permit excluding plan review, mechanical, plumbing and electrical fees. The original permit may be renewed a maximum of two (2) times, for a total of nine (9) years. After the end of nine (9) years, the permit becomes null and void and temporary occupancy, electric, and any other permitted uses will be revoked.
- B. Permits for additions, alterations and accessory structures shall be valid for two (2) years and may be renewed a maximum of two (2) times for a total of six (6) years.
- C. A building permit may be renewed for a maximum of one year for one-half the building permit fee, excluding plan review and sub-trade permit fees.

12. **THE FOLLOWING CODES ARE USED:** by the Coconino County Building Department: 1997 Uniform Building Code, 1997 Mechanical Code, 1999 National Electrical Code and the State Plumbing Code (1994 Uniform Plumbing Code). The Coconino County Building Code Guideline Book is available for \$15.00 (\$17.00 for delivery by mail)

13. **PLANS SHOULD CONTAIN THE FOLLOWING:** **Four site plans and two complete sets of building plans** shall be on uniform sized paper, be legible, complete, and stapled together in order. Incomplete or unacceptable plans will be returned. Below is a general outline for plans for simple projects. For dwellings and commercial projects see minimum plan requirements for residential and commercial specific outlines.

I. PLOT PLAN – MUST BE DRAWN TO SCALE.

- A. 1" = 20' or 1" = 30' for parcels less than one acre and 1" = 40' or 1" = 50' for parcels over 1 acre. For parcels that exceed 2 ½ acres or of irregular shape, site plan overviews at scales of 1" = 100' are required along with an inset plan of the structure(s) and on-site sewage system at one of the scales identified above

General Property Information: Required

- A. Property lines and dimensions and street(s) labeled
- B. Elevations of property and the direction of natural drainage
- C. Slopes that exceed 15%, including any cut banks greater than 4' in height
- D. North arrow and site plan scale
- E. Streams, creeks, washes and floodplains

Existing Property Improvements: Required

- A. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
- B. Location of all existing wells
- C. Location of all existing drainage facilities
- D. Location of all existing driveways
- E. Location of all ingress and egress easements and utility easement (when applicable)

Proposed property Improvements: Required

- A. Location and dimensions of all proposed structures in relation to property lines and other structures
- B. Location of all proposed wells
- C. Location of all new and existing septic tanks and leach fields.
- D. Location of all new driveways and road improvements and type of material
- E. Show all utility connection and line direction:
 - 1. Leach field location
 - 2. Septic location
 - 3. Water line location
 - 4. Gas line location
 - 5. Liquid propane gas tank location or natural gas meter location
 - 6. Underground L.P. tank location
 - 7. Air conditioner location
 - 8. Electric Meter location
- F. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).

NOTES: A survey of the lot may be required by the Building Official to verify that the structure(s) is located in accordance with approved plans. 1997 Uniform Building Code, Section 108.

Plans below shall be scaled drawings. Normally 1/4" per foot.

- B. Foundation Plan: top view, two line drawing of structure
1. Footings, Stem wall and/or pier - locations and dimensions
 2. Foundation and slab – interior footings, fill material
 3. Girders - beams and bearing points, load points from above
 4. Floor framing - joists - direction, size and spacing, blocking, head-outs, hangers
 5. Foundation vents, crawl access, opening and clearance
 6. Exterior decks and porches – piers, deck framing
 7. Basement foundation walls and retaining walls
 8. Underfloor equipment
- C. Floor Plan: top view, two line drawings of walls, columns and architectural features
1. Complete dimensions – show all floors and basements
 2. Identify all rooms
 3. Door and window locations and sizes - safety glass locations, escape windows for bedrooms
 4. Stairs, halls, areas, lofts, ramps, guardrails, handrails
 5. Exterior decks and porches – landings, steps to grade, guardrails, handrails
 6. Fireplace, gas stove, wood stove locations - Floor and wall protection, clearances
 7. Cabinets, appliance spaces and attic access locations
 8. Plumbing fixture locations
 9. Smoke detector locations - required in all bedrooms, sleeping areas, hallways, each level, vaults
 10. Electrical plan – light fixtures, switches, outlets, built-ins
 11. Furnace and water heater location, any type of heat (specify fuel)
 12. Second floor framing - beams, joists - size and spacing, head-outs
 13. Addition plans shall show - adjacent rooms to the new construction
 14. If a bedroom or fixtures are being added, see NOTE: page 1, item #2. These plans can be single line drawings.
- D. Roof Framing Plan: top view of framing over supporting structure
1. Truss or rafter, direction, size and spacing, blocking
 2. Beams/Bearing points and bearing walls
 3. Type of attic ventilation
 4. Engineered Truss specifications
 5. Exterior porch roofs
- E. Elevations: two dimensional exterior views - front, sides, rear
1. 2 elevations for additions, garages, cabanas, decks, and accessory structures
 2. 4 elevations SFD and commercial
 3. Show doors, windows, siding veneer, overhangs, roof slope
 4. Show braced exterior wall sections
 5. Show accurate grade line for building height, stepped foundations and filled areas
 6. Show positive drainage away from buildings

- F. Cross-Sections: cut away view
 - 1. Rough construction: foundation, joists, studs, trusses, bracing of structures, anchors, etc.
 - 2. Finish: drywall, siding, sheathing, roofing, etc.
 - 3. Overhangs: soffits, fascia, blocking
 - 4. Dimensions: Floor to grade, ceiling height, under floor
 - 5. Stair information: Rise, run, width, head room
 - 6. Insulation – floors, walls, ceilings
- G. Details: Larger scale required - 1/2", 3/4", 1", etc.
 - 1. Footing and stem, mono pour foundation and slab
 - 2. Piers, pilasters, beam pockets, pylon footings, and anchors
 - 3. Special framing and/or connectors used
 - 4. Masonry fireplace plans and details required
 - 5. Basement foundation, retaining walls, masonry columns

14. **TO EXPEDITE YOUR PLANS THROUGH PLAN CHECK:**

- A. Specify the kind of lumber and the grade to be used. All lumber shall be graded and stamped.
- B. Specify the number of electrical circuits to be installed.
- C. Specify if garbage disposal and/or dishwasher, microwave to be installed.
- D. Specify type of heating.
- E. Specify which appliances will be fueled by gas.
- F. Be sure each bedroom, sleeping area, and loft has a secondary emergency exit.
- G. A-frames and log cabins shall have plumbing details prior to permit approval. Note: see log home specification requirements.
- H. The following items require an Arizona Registered Engineer with the plans stamped with his/her seal: Fireplace and chimney columns used as structural support; masonry columns taller than 12 feet; bearing masonry lintels longer than 8 feet or supporting concentrated loads; retaining walls taller than 8 feet and basement foundation walls taller than 10 feet or adjoining other structures such as a garage; foundations supported on fill material; structural log construction, clear span structural slab.
- I. When a plan is approved by our department, future plans for the same house shall have all corrections made when submitted.

15. **GUIDELINES FOR BUILDING CONSTRUCTION**

- A. Snow Loads: 40#, 30# and 20# pounds per square foot; check your locations with the Building Department for required snow loads.
- B. Wind Speed: 80 MPH basic wind speed, with exposures B or C.
- C. Seismic Zone: 2B
- D. Frost Line: 30" Below Grade. (24", for Oak Creek, Greenhaven and Marble Canyon)
- E. Concrete and Grout minimum requirements:
 - 1. Footings, poured stems, and interior slabs to be 2500 PSI concrete minimum
 - 2. Garage and exterior slabs to be 3000 PSI concrete
 - 3. Expansion and control joints shall be used according to excepted construction practices.
 - 4. Grout to be 2000 PSI minimum
 - 5. Pumped concrete for footings and slabs shall be a minimum 3000 PSI with all aggregates larger than 3/8" minimum.
- F. Engineered Wood Joist Products: Supply two sets of framing plans from the manufacturer.

- G. Manufactured Trusses: Supply two sets of truss specifications from the manufacturer
 - H. Building Bracing and Anchorage:
 - 1. Buildings shall be braced at exterior walls, main interior walls and truss systems on each end and every 25' OC.
 - 2. Buildings shall be anchored or strapped at each wall to floor and at roof to wall connections at every 4' OC.
 - I. Buildings shall not be built on fill material unless fill design is engineered and the installation is tested by an approved agency. Site fills and slab foundation fills in excess of 4' shall be engineered and tested.
15. **REVISIONS TO APPROVED PLANS** shall be submitted by drawings or addendum letters BEFORE that revised work is commenced.

SEE COCONINO COUNTY MINIMUM PLAN REQUIREMENTS FOR SINGLE FAMILY DWELLINGS.

16. **List of Home Owner Approvals that are required.**

- a. STARLIGHT PINES
- b. PINE CANYON
- c. GREENEHAVEN
- d. INDIAN GARDENS
- e. BLUE RIDGE ESTATES
- f. TAMARRON PINES
- g. FLAGSTAFF RANCHES GOLF CLUB AND ASPEN SHADOWS (also Fire Chief, Approval letter) THE H.O.A. MUST BE STAMPED ON PLANS BEFORE WE WILL ACCEPT THEM IN FOR REVIEW.
- h. SLAYTON RANCH ESTATES
- i. MOGOLLON RANCH
- j. FOREST HIGHLANDS

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THIS OFFICE AT (928) 226-2700.

Website: www.coconino.az.gov